

## Checklist for 5 Year Airport Capital Improvement Projects (ACIP)

Includes Certification of Proper Project Sequencing and NEPA Compliance Checklist

### I. ACIP Checklist Certification

*You are required to submit this Checklist, signed and completed, with your 5 Year ACIP.*

<b>Airport:</b>	<b>Baseline Fiscal Year:</b> <u>FY 2006</u>
<b>Sponsor Signatory Authority:</b>	<b>Date:</b>
<b>Title:</b>	

### II. Proper Project Sequencing

The Sponsor must perform appropriate project sequencing and National Environmental Policy Act (NEPA) compliance **prior** to project inclusion in the ACIP.

ACIP Checklist criteria must be met and associated documentation must be submitted in order to be eligible for Airport Improvement Program (AIP) funding. Any project not properly sequenced or supported will be bumped to a later year. Failure to provide certification for any proposed AIP action/work element will disqualify the project from being included in the ACIP/NPIAS.

Appropriately sequence each proposed ACIP work item. For each category (Planning, Environmental, Engineering), please adhere to the requirements and prerequisites for the proposed project:

#### **Planning - Airport Layout Plans**

In order for an Airport Layout Plan (ALP) to be FAA Approved, the ALP is required to reflect all drawing and airfield design elements, as per FAA Advisory Circular (AC) 150/5300-13, Change 7. An **ALP Checklist** is also available as a guide for drawing preparation.

An ALP Update is AIP eligible. Enter a separate ACIP entry for an ALP Update along with a separate fund request. In company with the ALP update, please include any “pre-planning” items that may be lacking from your current ALP and are required for Standard ALP preparation . Pre-planning items include:

- ☐ Wind Rose - Wind Data Study with 36 Point Wind Quadrant format formulation;
- ☐ North American Vertical Datum 1988 (NAVD 88) Elevation Survey for airfield and building heights;
- ☐ Survey of Threshold Siting Surface;
- ☐ Airport Property Boundary Line Survey. An accurate airport boundary line is required to be depicted on the ALP and the Exhibit “A” Airport Property Map;
- ☐ Runway obstruction survey needed to support an Instrument Approach Procedure (IAP).

## **Environmental Compliance – NEPA Compliance Documentation**

Appropriate ACIP sequencing and NEPA compliance documentation is required for all proposed development projects that result in a change to the Airport Layout Plan (ALP) and is required prior to FAA Approval of AIP grant funding. (*Note: NEPA compliance is also required for non-federally funded projects if the project is proposed to occur within the airport's boundary.*)

There are three types of NEPA documents, CATEX, EA or EIS.

1. ***Categorical Exclusion (CATEX)*** - CATEX Environmental Evaluation Form must be completed for proposed projects listed in FAA Order 5050.4A, "Airport Environmental Handbook," Chap 3, para 23, Categorical Exclusions.
  - ☐ **Environmental Evaluation Form** [Documented Categorical Exclusion] - This form requires the Sponsor to clearly document that no impacts to specially protected environmental resources, sensitive populations or special land uses would occur, either directly or indirectly, as a result of the proposed project. The proposed project must meet the conditions described in Chapter 3 of FAA Order 1050.1E and/or FAA Order 5050.4A, as appropriate.
2. ***Environmental Assessment (EA) Study*** - the following must be completed prior to a request for an EA:
  - ☐ FAA Conditionally Approved Airport Layout Plan (ALP) clearly depicting the proposed development actions/projects. ALP conditionally approved on \_\_\_\_\_. (Attach copy of FAA Approval of ALP Letter).
  - ☐ FAA Approved Forecast clearly supports development actions/projects. Forecast approved by FAA on \_\_\_\_\_. (Attach copy of FAA Approval of Forecast Letter).
  - ☐ Alternatives presented in Airport Master Plan dated \_\_\_\_\_.
  - ☐ Updated Exhibit "A" Property Map with accurate Metes & Bounds description of airport property line.
3. ***Environmental Impact Statement (EIS) Study*** - the following must be completed prior to a request for an EIS:
  - ☐ FAA Conditionally Approved Airport Layout Plan (ALP) clearly depicting the proposed development actions/projects. ALP approved on \_\_\_\_\_. (Attach copy of FAA ALP Approval Letter).
  - ☐ FAA Approved Forecast clearly supports development actions/projects. Forecast approved by FAA on \_\_\_\_\_. (Attach copy of FAA Forecast Approval Letter).
  - ☐ Alternatives presented in Airport Master Plan dated \_\_\_\_\_.
  - ☐ Updated Exhibit "A" Property Map with accurate Metes & Bounds description of airport property line.

## **Engineering – Development Projects**

1. Proposed development projects are required to be derived from one or more of the following:
  - ☐ Pavement Maintenance Management Program (PMMP). As per Grant Assurance #11, and requirements set forth in Public Law 103-305, section 107 regarding the implementation of an effective pavement maintenance management program. (Attach copy of PMMP).
  - ☐ Airport Master Plan dated \_\_\_\_\_. (Attach copy of AMP's CIP).
  - ☐ Part 139 Inspection recommendations. (Attach copy of recommendation from FAA Certification/Safety Inspector).
  - ☐ State Inspection/Pavement Evaluation and Recommendation. (Attach copy).
  - ☐ Airport Authority (Technical Advisory Committee) Pavement Evaluation and Recommendation. (Attach copy).
  - ☐ RSAT Recommendation. (Attach copy).
  - ☐ Earmark projects and referrals with congressional interest.
2. Proposed projects are reflected on an FAA Approved Airport Layout Plan (ALP) dated \_\_\_\_\_. Again all proposed projects depicted on the ALP are subject to NEPA.
3. Updated Exhibit "A" Airport Property Map to reflect true surveyed airport boundary and recent land acquisition and/or airport fencing projects.
4. Sketch with a legend depicting location of each proposed project is attached.
5. Proposed new, dimensional increase, or pavement strength increase to Runway/Taxiway/Apron Configuration is **justified** via:
  - ☐ FAA Approved ALP clearly depicting the proposed development actions/projects. ALP approved on \_\_\_\_\_. (Attach copy of FAA Approval of ALP Letter).
  - ☐ FAA Approved Forecast. Furthermore the Airport Reference Code (ARC) design standard, based on Critical Design Aircraft and Approach Visibility Minimums, must be capable of supporting the proposed action. Provide a copy of FAA Approval of the Forecast Letter
  - ☐ NEPA compliance complete with Decision Document on \_\_\_\_\_. Provide copy of FAA issued NEPA decision for one of the following:
    - CATEX Form; EA with Finding of No Significant Impact (FONSI); EIS with Record of Decision (ROD)

## **III. ACIP Data Sheet**

Please complete **ACIP Data Sheet** – Complete one (1) sheet for each ACIP year.